

SENIOR LIBRARY CLERK

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate clerical work assisting patrons in a public library; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Operating circulation desk; checking books in and out of library; collecting fees and fines; responding to questions from patrons; assisting library patrons.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs circulation duties; advises patrons of due dates; checks books in and out; retrieves books from book drop; takes overdue fines and issues receipts; registers new library patrons and enters data into computer; issues library cards; requests and processes intra-library loan services between branches; verifies accuracy of entered data and makes corrections.
- Opens and closes library; ensures circulation area, computers and equipment are adequately supplied.
- Responds to inquiries concerning library programs, policies, procedures, or hours in person and over the telephone.
- Shelves books, reads shelves; ensures shelves are in order; checks shelves for over-dues.
- Helps patrons operate copier and other library equipment; enforces library policy on equipment use.
- Provides customer service; responds to routine questions, complaints, or requests for service.
- Checks in magazines and prepares magazines and newspapers for circulation; retrieves magazines and newspapers upon request; ensures magazines and newspapers are current.
- Prepares or completes various forms, reports, correspondence, work orders, work requests, purchase requisitions, purchase orders, inventory records, inventory reports, or other documents; maintains records; compiles statistics; receives information from other departments or other sources regarding inventory activities; enters a variety of data into computer and produces various reports.
- Performs basic book repairs; changes book status in computer.
- Accepts book donations and issues receipts; restocks book sale table as necessary.
- Receives and processes incoming and outgoing mail.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the procedures, practices and equipment of a public library; some knowledge of office terminology, procedures and equipment; ability to follow established procedures and to perform work requiring some detail; skill in the use of office and data entry equipment; ability to establish and maintain effective working relationships with associates and library patrons.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some clerical experience involving computer operations and customer service.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.